



# City of Milpitas

## Announces a job opportunity for Associate Civil Engineer

**Working Title:** Associate Civil Engineer, Land Development  
**Annual Salary Range:** \$100,003 - \$121,555  
**Final Filing Date:** **Monday, August 11, 2014**

### About the Position

The Associate Civil Engineer will supervise and participate in the activities of major civil engineering work and perform professional and technical engineering tasks and assignments relative to the assigned area of responsibility. This Associate Civil Engineer position will work in the Land Development Unit and will take an active role in managing the City's Land Development Projects. This position will supervise, train and evaluate assigned technical and/or professional staff. Incumbents typically perform the more complex duties and tasks assigned to the Land Development unit.

### Examples of Duties - duties may include, but are not limited to, the following:

- Review development plans for conformance with City design criteria and standards.
- Review proposed mitigation measures and make recommendations relative to their adequacy.
- Oversee the preparation and/or review plans and specifications for public works projects, such as sewer, water, and storm projects, above ground utility projects, building renovation improvement projects, street improvements, and subdivision development.
- Perform engineering calculations, prepare cost estimates based on conceptual, and detailed engineering drawings, and review street improvements.
- Prepare work scopes and draft consultant contracts.
- Review billings against work performed and recommend payments.
- Represent the City and serve as staff on various boards, commissions and committees relative to assigned area of responsibility.
- Prepare and submit annual, quarterly, and monthly reports to regulatory agencies.
- Perform other duties as assigned.

### Knowledge and Abilities

The candidate would have knowledge of:

- Principles and practices of engineering and its administration.
- Modern methods and techniques including computer programs used in the design, construction, and surveying of a variety of public works engineering projects.
- Hydraulic and structural designs of street and highway drainage structures.
- Applicable laws and regulatory codes.
- Principles and techniques of supervision, leadership, teambuilding and training.

And ability to:

- Make complex engineering computations and to check, design, and supervise the construction of a variety of public works projects, analysis of water and sewer systems.
- Prepare specifications and write technical reports.
- Establish and maintain effective work relationships with City staff, developers, engineers, contractors, outside regulatory agencies, and the general public.
- Coordinate and oversee the work of assigned staff.
- Communicate effectively, orally and in writing.
- Manage Programs and administer contracts.

### Minimum Qualifications

#### Education:

A Bachelor of Science degree from an accredited college or university in civil engineering.

#### Experience:

Three years of increasingly responsible and varied professional civil engineering experience including supervisory experience. Land development engineering experience is highly desired.

#### License and Certificates:

- Registration as a professional civil engineer in the State of California.
- Possession of or an ability to obtain and maintain a valid driver's license from the State of California.

### **Special Requirements**

*Essential duties require the following physical abilities and work environment:*

Work is performed primarily in an office environment and at construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily. Ability to work safely in a hard-hat construction zone is essential.

### **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

### **To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

### **Salary and Benefits**

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range: \$100,003 - \$121,555 annually. The City provides an excellent array of benefits that includes the following:

- Contributory Retirement Plan – New Hire Employee pays 7% employee PERS contribution and 12.9% towards employer PERS contribution.
- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, depending on the individual's eligibility.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - Voluntary
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

455 E. Calaveras Blvd., Milpitas CA 95035-5411

PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

